Textbook Training Agenda – May 17th – Westwood Basics – 10:00 to Noon

Discussion points

1. How to do an inventory – Jason and Kiyo
2. Fines and refunds – Alan
3. Surplus and Obsolete materials – Alan and Jason
4. Checkout procedures for the start of the school year
5. Checking material out to the classroom

This will be a hands-on workshop where you will be on a computer